

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6910	Effective Date:	Index Reference: Examinations: Credential Review	Regulation Number: 3.02
Issuing Bureau: Human Resource Services	Rule Reference: Rules 3-2.1 and 3-2.2		Replaces: Reg. 3.02 (CS-6802, June 25, 1996)
Subject: PREAUTHORIZED EVALUATION PROCESS FOR APPROVED CLASSIFICATIONS			

AUTHORITY

The Michigan Constitution of 1963, Article XI, Section 5, states:

The commission shall . . . determine by competitive examination and performance exclusively on the basis of merit, efficiency and fitness the qualifications of all candidates for positions in the classified service, make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service. . . .

RULE REFERENCE

Chapter 3 of the *Michigan Civil Service Commission Rules* provides the basis for examination of applicants for all positions in the state classified service.

Rule 3-2.1 Authority. — *The department of civil service shall prepare or approve examinations for all classified positions.*

Rule 3-2.2 Content and Method. — *Examinations shall consist of appraisal methods that assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The department of civil service may use another organization's examination results.*

PURPOSE

This regulation defines the standards and procedures by which hiring agencies may evaluate applicants for classifications approved by the Bureau of Human Resource Services on a preauthorized basis.

DEFINITIONS

Hiring agency means any autonomous state agency or department certified by the Department of Civil Service to participate in the preauthorized credential evaluation process for approved classifications.

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DEFINITIONS (CONT.)

Agency credential reviewer means a professional employee of a hiring agency who has been trained and certified by the Department of Civil Service to evaluate credentials for approved classifications.

STANDARDS

1. All provisions of federal and state laws, *Michigan Civil Service Commission Rules* and regulations, bargaining unit agreements, and the appointing authority's procedures relevant to the hiring process apply and must be followed.
2. Only agency credential reviewers may conduct credential reviews for this process.
3. The assigned Bureau of Human Resource Services (Bureau) liaison will conduct training sessions on the credential review process for hiring agency staff who are assigned responsibility for this process. The agency staff will be individually authorized to conduct credential reviews for approved classes.
4. The agency credential reviewer must verify that applicants possess the appropriate credentials for placement on employment lists and maintain appropriate records, in accordance with Regulation 3.06, "Selection of Employees for Position Vacancies," if an applicant is appointed to a vacancy.
5. Required licenses issued by the State of Michigan for specific occupations may be verified by the Bureau of Professional Regulation, Department of Consumer and Industry Services, or the Department of Education prior to qualification determination.
6. Applicants found not qualified by the agency credential reviewer for placement on an employment list may contact the Bureau to request another credential review. If found not qualified by the Bureau, applicants may appeal this decision in accordance with Regulation 2.03, "Technical Appeal Process." Applicants determined by the Bureau to be qualified will be placed on the appropriate employment list.
7. The Bureau will be available for assistance on credential review issues. The agency credential reviewer may refer difficult or questionable credential review decisions to the Bureau.
8. Appointing authorities shall notify the Bureau of any indications that a candidate may have misrepresented or falsified his/her credentials. The Bureau will investigate such reports and issue any appropriate sanctions.
9. The credential review process is subject to post-audit. Hiring agencies must maintain documentation of their decisions for both an audit of this process and for any applicants who are later chosen to participate in a recruitment and selection process to fill a vacant position. (See Regulation 3.06 for document retention for applicants selected for vacancies.)

STANDARDS (CONT).

10. Failure to comply with established standards may result in cancellation of the preauthorized approval.
11. The Bureau shall have final authority for credential review decisions.
12. The agency credential reviewer must notify the applicant of the agency decision in writing. The notification must state that the applicant has the right to request a review by the Bureau, as outlined in *Michigan Civil Service Commission Rule 2-20.B*, and Regulation 2.03.
13. The hiring agency must keep credential review documentation for six months from the initial review date for applicants processed for the employment list. (See Regulation 3.06 for documentation retention for applicants selected for vacancies.)

PROCEDURES FOR APPLICATIONS SENT TO HIRING AGENCY

These procedures cover only those applications sent to the hiring agencies. The Bureau will continue to process applications through current procedures for those applications sent to the Department of Civil Service.

Responsibility

Action

Hiring Agency

1. Identifies professional staff who will conduct the credential reviews.

Bureau Agency Liaison

2. Trains hiring agency professional staff in appropriate credential review procedures.

Agency Credential Reviewer

3. Reviews application and additional documentation (e.g., transcript, license, certification, and detailed résumé) to determine if the applicant satisfies the minimum requirements for the classification requested.

Agency Credential Reviewer

4. If on-line capability is available, may check Bureau of Professional Regulation, Department of Consumer and Industry Services, or Department of Education database to verify licenses issued by the State of Michigan. Dates and initials license section of application that the license was verified.

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Responsibility (Cont.)

Action (Cont.)

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| | 5. If documentation is not complete, requests additional information from applicant. |
| | 6. Enters name of qualified individual on appropriate employment list or processes an approved appointment request. |
| | 7. If an applicant is found to be not qualified, sends a letter to the applicant describing the reason for the finding. |
| | 8. If applicant requests a credential review for a classification for which the hiring agency has not received preauthorization, sends the application and attached documentation to the Bureau, and notifies applicant of action. |
| Applicant | 9. If found not qualified by the hiring authority for placement on an employment list, may request that the Bureau review credentials. |
| Bureau | 10. If requested to conduct another credential review, contacts the hiring agency for the applicant's documentation and agency credential reviewer's response. |
| Hiring Agency | 11. Sends copy of the applicant's documentation and the agency credential reviewer's response to the Bureau. |
| Bureau | 12. Conducts another credential review and notifies applicant and hiring agency of the result. |
| Hiring Agency | 13. Determines record retention of applicant information. |
| Office of Compliance | 14. On an established schedule for each hiring agency, conducts a post-audit of transactions entered by the hiring agency under this regulation. |

CONTACT PERSON

Questions regarding this regulation should be directed to the Bureau of Human Resource Services Group Leader providing human resource services to the agency: George Minerick, (517) 373-3065; Carol Mowitz, (517) 373-3040; or Duane Lewis,

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(313) 256-3692.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.

Michigan Department of Civil Service

REGULATION

CS-6802	June 25, 1996	Examinations: Credential Review	Regulation Number: 3.02
		<u>Examinations:</u> <u>Credential Review</u>	<u>3.02</u>
Issuing Bureau: Selection	Rule Reference: Civil Service Commission Rules 3-2.1 and 3-2.2		Replaces: NEW
<u>Human Resource Services</u>	<u>Rules 3-2.1 and 3-2.2</u>		<u>Reg. 3.02</u> <u>(CS-6802, June 25, 1996)</u>
Subject: DECENTRALIZED CREDENTIAL REVIEW PROCESS FOR DIRECT PROCESSING CLASSIFICATIONS <u>PREAUTHORIZED EVALUATION PROCESS FOR APPROVED CLASSIFICATIONS</u>			

AUTHORITY: **AUTHORITY**

The Michigan Constitution of 1963, Article XI, Section 5, states:

The commission shall . . . determine by competitive examination and performance exclusively on the basis of merit, efficiency and fitness the qualifications of all candidates for positions in the classified service, make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service. . . .

RULE REFERENCE:

Chapter 3 of the *Michigan Civil Service Commission Rules* provides the basis for examination of applicants for all positions in the state classified service.

— **3-2.1** **Rule 3-2.1** **Authority.** — *The department of civil service shall prepare or approve examinations for all classified positions.*

— **3-2.2** **Rule 3-2.2** **Content and Method.** — *Examinations shall consist of appraisal methods that assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The department of civil service may use another organization's examination results.*

PURPOSE:

~~This regulation defines the standards and procedures by which hiring agencies may process applications for designated health care and engineering and scientific classifications.~~

DEFINITIONS:

Hiring agency means any autonomous state agency or department certified by the Department of Civil Service to participate in the decentralized credential review process for direct processing classifications.

Agency credential reviewer means an employee of a hiring agency who has been trained and certified by the Department of Civil Service to conduct credential reviews for direct processing classifications.

Component manager means an employee of the Evaluation Division, Department of Civil Service, who is responsible for a particular examination, including but not limited to, the credential review for classifications covered by the examination.

STANDARDS:

1. All provisions of federal and state laws, Civil Service Commission rules, Department of Civil Service regulations, bargaining unit agreements, and the appointing authority's procedures relevant to the hiring process apply and must be followed.
2. Only professional staff may conduct credential reviews for this process.
3. Civil Service will conduct training sessions on the credential review process for hiring agency staff who are assigned responsibility for this process. Evaluation Division staff will individually authorize those staff to conduct credential reviews.
4. The agency credential reviewer must verify that applicants possess the appropriate credentials for placement on employment lists.
5. Licenses issued by the state of Michigan may be verified through the Bureau of Professional Regulation, Department of Consumer and Industry Services, or the Department of Education.
6. Applicants found not qualified for placement on an employment list by the agency credential reviewer may contact the Evaluation Division to request another credential review. If again found not qualified, applicants may seek relief through the appeals process, in accordance with the established guidelines set forth in the "Grievance and Appeals Procedure for Employees in the State Civil Service."
7. The Evaluation Division will be available for assistance on credential review issues. The agency credential reviewer has the option of referring difficult or questionable credential review decisions to the Evaluation Division.

8. APPOINTING AUTHORITIES SHALL NOTIFY THE EVALUATION DIVISION OF ANY INDICATIONS THAT A CANDIDATE MAY HAVE MISREPRESENTED OR FALSIFIED HIS/HER CREDENTIALS. THE EVALUATION DIVISION WILL FULLY INVESTIGATE EACH SITUATION AND RECOMMEND APPROPRIATE SANCTIONS, IF NECESSARY. PURPOSE

This regulation defines the standards and procedures by which hiring agencies may evaluate applicants for classifications approved by the Bureau of Human Resource Services on a preauthorized basis.

DEFINITIONS

Hiring agency means any autonomous state agency or department certified by the Department of Civil Service to participate in the preauthorized credential evaluation process for approved classifications.

DEFINITIONS (CONT.)

Agency credential reviewer means a professional employee of a hiring agency who has been trained and certified by the Department of Civil Service to evaluate credentials for approved classifications.

STANDARDS

1. All provisions of federal and state laws, *Michigan Civil Service Commission Rules* and regulations, bargaining unit agreements, and the appointing authority's procedures relevant to the hiring process apply and must be followed.
2. Only agency credential reviewers may conduct credential reviews for this process.
3. The assigned Bureau of Human Resource Services (Bureau) liaison will conduct training sessions on the credential review process for hiring agency staff who are assigned responsibility for this process. The agency staff will be individually authorized to conduct credential reviews for approved classes.
4. The agency credential reviewer must verify that applicants possess the appropriate credentials for placement on employment lists and maintain appropriate records, in accordance with Regulation 3.06, "Selection of Employees for Position Vacancies," if an applicant is appointed to a vacancy.
5. Required licenses issued by the State of Michigan for specific occupations may be verified by the Bureau of Professional Regulation, Department of Consumer and Industry Services, or the Department of Education prior to qualification determination.
6. Applicants found not qualified by the agency credential reviewer for placement on an employment list may contact the Bureau to request another credential review. If found not qualified by the Bureau, applicants may appeal this decision in accordance with Regulation 2.03, "Technical Appeal Process." Applicants determined by the Bureau to be qualified will be placed on the appropriate employment list.

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7. The Bureau will be available for assistance on credential review issues. The agency credential reviewer may refer difficult or questionable credential review decisions to the Bureau.
8. Appointing authorities shall notify the Bureau of any indications that a candidate may have misrepresented or falsified his/her credentials. The Bureau will investigate such reports and issue any appropriate sanctions.
- ~~19.~~9. The credential review process is subject to post-audit. ~~Agencies~~Hiring agencies must maintain documentation of their ~~decisions. This documentation shall include applications, transcripts, and photocopies of any licenses or certificates required. Photocopies of licenses and certificates issued by the state of~~decisions for both an audit of this process and for any applicants who are later chosen to participate in a recruitment and selection process to fill a vacant position. (See Regulation 3.06 Michigan are not necessary if verification was obtained from the Department of Consumer and Industry Services or Department of Education for document retention for applicants selected for vacancies.)

STANDARDS (CONT).

- ~~20.~~10. Failure to comply with established standards may result in cancellation of the decentralized authorization.~~preauthorized approval.~~
- ~~21.~~11. ~~Final~~The Bureau shall have final authority for credential review decisions~~will remain with the Department of Civil Service.~~
- ~~22.~~12. The agency credential reviewer must notify the applicant of the ~~decision.~~agency decision in writing. The notification must ~~include notice~~state that the applicant has the right to request a review by the ~~Evaluation Division, Department of Civil Service.~~Bureau, as outlined in *Michigan Civil Service Commission Rule 2-20.B, and Regulation 2.03.*
- ~~23.~~13. The hiring agency must keep credential review documentation for six months from the initial review ~~date, then send it to the Evaluation Division, Department of Civil Service.~~date for applicants processed for the employment list. (See Regulation 3.06 for documentation retention for applicants selected for vacancies.)

PROCEDURES FOR APPLICATIONS SENT TO HIRING AGENCY:

These procedures cover only those applications sent to the hiring agencies. The ~~Department of Civil Service~~Bureau will continue to process applications through current procedures for those applications sent to the Department of Civil Service.

Responsibility:

Responsibility

Hiring Agency

Action:

Action

1. Identifies professional staff who will conduct the

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credential reviews.

Evaluation Division

~~2. Trains hiring agency professional staff in appropriate credential review procedures.~~

Bureau Agency Liaison

2. Trains hiring agency professional staff in appropriate credential review procedures.

Agency Credential Reviewer

3. Reviews application and additional documentation (e.g., transcript, license, certification, and detailed résumé) to determine if the applicant satisfies the minimum requirements for the classification requested.

Responsibility (Cont.):

Action (Cont.):

~~Agency Credential Reviewer (Cont.)~~

~~4. If on-line capability is available, may check Bureau of Professional Regulation, Department of Consumer and Industry Services, or Department of Education database to verify licenses issued by the state of Michigan. Dates and initials license section of application that the license was verified.~~

Agency Credential Reviewer

4. If on-line capability is available, may check Bureau of Professional Regulation, Department of Consumer and Industry Services, or Department of Education database to verify licenses issued by the State of Michigan. Dates and initials license section of application that the license was verified.

~~5. If documentation is not complete, requests additional information from applicant.~~

Responsibility (Cont.)

Action (Cont.)

5. If documentation is not complete, requests additional information from applicant.

~~6. Enters name of qualified individual on appropriate ACCEL employment list or processes an approved appointment request.~~

6. Enters name of qualified individual on appropriate employment list or processes an approved appointment request.

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7. If an applicant is found to be not qualified, sends a letter to the applicant describing the reason for the finding.

~~8. If applicant requests a credential review for a classification that the hiring agency does not utilize, sends the application and attached documentation to the Central Processing Division, Department of Civil Service, and notifies applicant of action.~~

8. If applicant requests a credential review for a classification for which the hiring agency has not received preauthorization, sends the application and attached documentation to the Bureau, and notifies applicant of action.

~~Applicant~~

~~9. If found not qualified by the hiring authority for placement on an employment list, may request that the Evaluation Division review credentials.~~

Applicant

9. If found not qualified by the hiring authority for placement on an employment list, may request that the Bureau review credentials.

~~Evaluation Division~~

~~10. If requested to conduct another credential review, contacts the hiring agency for the applicants' documentation and agency credential reviewer's response.~~

Bureau

10. If requested to conduct another credential review, contacts the hiring agency for the applicant's documentation and agency credential reviewer's response.

~~Hiring Agency~~

~~11. Sends copy of the applicant's documentation and the agency credential reviewer's response to the Evaluation Division.~~

~~Evaluation Division~~

~~12. Conducts another credential review and notifies applicant and hiring agency of the result.~~

Hiring Agency

11. Sends copy of the applicant's documentation and the agency credential reviewer's response to the Bureau.

Bureau

12. Conducts another credential review and notifies applicant and hiring agency of the result.

~~Hiring Agency~~

~~13. Six months after reviewing the applicant's credentials, sends all documentation to the~~

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Evaluation Division, Department of Civil Service.

PROCEDURES FOR EVALUATION DIVISION AUDIT TEAM:

Responsibility:

Evaluation Division Component Manager

Action:

1. On an established schedule for each hiring agency, rotating teams of two Evaluation Division component managers verify that appropriate documentation is on file to demonstrate that accurate decisions have been made.

Hiring Agency

13. Determines record retention of applicant information.
2. Prepares and submits a report to the director of the Evaluation Division. Includes recommendations for action, if any.

Evaluation Division Director

3. Approves report and recommendations and submits it to the director of the Selection Bureau for final review and approval.

Selection Bureau Director

4. Approves report and notifies agency of any action required.

NOTE: AT THE PRESENT TIME, ONLY THE HEALTH CARE AND ENGINEERING AND SCIENTIFIC CLASSIFICATIONS LISTED ON THE ATTACHMENT ARE INCLUDED IN THIS DECENTRALIZED CREDENTIAL REVIEW PROCESS.

CONTACT PERSON:

Office of Compliance

14. On an established schedule for each hiring agency, conducts a post-audit of transactions entered by the hiring agency under this regulation.

CONTACT PERSON

Questions ~~or concerns~~ regarding this regulation should be directed to ~~David G. Fitch, Evaluation Division Director, Department of Civil Service, P.O. Box 30002, Lansing, Michigan 48909, at (517) 335-0301.~~ the Bureau of Human Resource Services Group Leader providing human resource services to the agency: George Minerick, (517) 373-3065; Carol Mowitz, (517) 373-3040; or Duane Lewis,

~~❖-❖-❖-❖-❖-❖-~~ (313) 256-3692.

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~~This regulation is issued in accordance with Subsection 2-13.5 of~~ NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations that implement Commission Rules are subordinate to those Rules.

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Attachment

~~DIRECT PROCESSING COMPONENT CLASSIFICATIONS~~
~~INCLUDED IN THE DECENTRALIZED CREDENTIAL REVIEW PROCESS~~

~~June 18, 1996~~

~~Engineering and Scientific~~

~~Epidemiologist 9, 10, P11~~
~~General Engineer 9, 10~~
~~Geologist 9, 10, P11~~
~~Industrial Hygienist 10, P11~~
~~Laboratory Evaluation Specialist P11~~
~~Laboratory Scientist 9, 10, P11~~
~~Land Surveyor 9, 10, P11~~
~~Media Production Specialist P11~~
~~Meteorologist P11~~
~~Microbiologist 10, P11~~
~~Research Biologist 9, 10, P11~~
~~Toxicologist 9, 10, P11~~
~~Transportation Engineer 9, 10, P11~~
~~Veterinarian P11~~

~~Health Care~~

~~Clinical Nurse Specialist 10, P11, 12~~
~~Dental Aide E8~~
~~Dental Hygienist E11~~
~~Dentist P15, 16~~
~~Medical Records Examiner 8, 9, E10~~
~~Medical Records Examiner Supervisor 11, 12, 13~~
~~Nurse Consultant 10, P11, 12~~
~~Pharmacist 10, P11~~
~~Physician P17, 18~~
~~Physician Assistant P11~~
~~Physician Manager 19, 20~~
~~Practical Nurse Licensed E9~~
~~Psychiatric Resident I~~
~~Psychiatrist P17, 18~~
~~Psychiatrist Manager 19, 20~~
~~Registered Nurse P11, 12, 13, 14~~
~~Registered Nurse Manager 12, 13, 14~~

REGULATION

Appointing Authority Letter Reference: CS-6910	Effective Date:	Index Reference: Hiring Seasonal Workers	Regulation Number: 3.04
Issuing Bureau: Human Resource Services	Rule Reference: Rule 3-2.2		Replaces: Reg. 3.04 (CS-6806, July 16, 1996)
Subject: A PROCESS FOR HIRING SEASONAL WORKERS			

AUTHORITY

The Michigan Constitution of 1963, Article XI, Section 5, states in part:

The commission shall . . . make rules and regulations covering all personnel transactions and regulate all conditions of employment in the classified service. . . . No person shall be appointed to or promoted in the classified service who has not been certified by the commission as qualified for such appointment or promotion.

RULE REFERENCE

Chapter 3 of the *Michigan Civil Service Commission Rules* provides the basis for a process for hiring seasonal workers.

Rule 3-2.2 Content and Method. — *Examinations shall consist of appraisal methods that assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The department of civil service may use another organization's examination results.*

PURPOSE

The purpose of this regulation is to establish standards and procedures for the implementation of a decentralized process for hiring seasonal workers.

STANDARDS

1. The selection process must be open and accessible to the general public, as follows:
 - a. The department or agency develops a recruitment notice, with assistance from the Bureau of Human Resource Services, if needed. The notice must include the following basic information:
 - (1) Job description,

STANDARDS (CONT.)

- (2) Minimum qualifications,
 - (3) Salary,
 - (4) Contact information, and
 - (5) Employment type and job location.
- b. The recruitment notice should reach as many segments of the general population, demographically, as possible. An application form must be used. The Civil Service application may be used, or the department or agency may use its own. Whichever application form is used, it must be retained for audit purposes for at least three years from the completion of the selection process.
- 2. The department or agency must base selection decisions upon a job-related, competitive procedure.
 - a. The department or agency selection strategy must include:
 - (1) A standard pre-screening process, which includes a review of applications for any necessary requirements and a verification of credentials method;
 - (2) Appropriate selection methods, for example, structured interview questions that will assist in measuring appropriate knowledge, skills, and abilities; and
 - (3) A notification letter to applicants who are not selected.
 - b. Appointing authorities shall ensure equal employment opportunities consistent with Civil Service rules and regulations.
- 3. All appointments are subject to post-audit. The department or agency must maintain complete documentation of the recruitment, selection, and appointment processes. Specifically, it must be able to demonstrate:
 - a. Openness and accessibility of the process,
 - b. Adherence to Civil Service Rules,
 - c. Compliance with Civil Service Regulation 3.06, *Selection of Employees for Position Vacancies*.

PROCEDURES**Responsibility**

Department or Agency

Action

- 1. Develops a recruitment notice of the employment opportunity, with Bureau of Human Resource Services assistance, if needed.

Responsibility (Cont.)**Action (Cont.)**

- 2. Conducts selection process in accordance with its selection strategy.

Bureau of Human Resource
Services

3. Enters hire transaction into Personnel Payroll Information System for Michigan (PPRISM), using an “HNN” appointment type code for an appointment category of “Hire,” appointment method of “Noncareer,” and appointment duration of “Noncareer.”
4. Conducts on-site field audits with department or agency staff to monitor compliance with relevant Civil Service Rules and Regulations.
5. Makes a recommendation for continuation of process for subsequent seasons, including suggested improvements.

CONTACT PERSONS

Questions concerning subclass codes for positions and employment list records should be directed to the Bureau of Human Resource Services Group Leader responsible for providing services to the agency: George Minerick (517) 373-3065; Carol Mowitz, (517) 373-3040; or Duane Lewis, (313) 256-3692.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations that implement Commission Rules are subordinate to those Rules.
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REGULATION

Appointing Authority Letter Reference: CS-6806	Effective Date: July 16, 1996	Index Reference: Examinations: Hiring Seasonal Workers Hiring Seasonal Workers	Regulation Number: 3.04 <u>3.04</u>
Issuing Bureau: Selection	Rule Reference: Civil Service Commission Rule 3-2.2	Replaces: NEW	
Human Resource Services	Rule 3-2.2	Reg. 3.04 (CS-6806, July 16, 1996)	
Subject: A PROCESS FOR HIRING SEASONAL WORKERS			

AUTHORITY:

AUTHORITY

The Michigan Constitution of 1963, Article XI, Section 5, states in part:

The commission shall . . . make rules and regulations covering all personnel transactions and regulate all conditions of employment in the classified service. . . . No person shall be appointed to or promoted in the classified service who has not been certified by the commission as qualified for such appointment or promotion.

RULE REFERENCE:

Chapter 3 of the *Michigan Civil Service Commission Rules* provides the basis for a process for hiring seasonal workers.

~~3-2.2~~Rule 3-2.2 **Content and Method.** — Examinations shall consist of appraisal methods that assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The department of civil service may use another organization's examination results.

PURPOSE:

The purpose of this regulation is to establish standards and procedures for the implementation of a decentralized process for hiring seasonal workers.

STANDARDS:

1. The selection process must be open and accessible to the general public, as follows:

- a. The ~~participating department or~~ agency develops ~~an employment announcement and distribution plan,~~ a recruitment notice, with assistance from the ~~Evaluation Division if needed, prior to publication. The announcement~~ Bureau of Human Resource Services, if needed. The notice must include the following basic information:
 - ~~(1) Description of job(s).~~
 - ~~(2) Minimum qualifications.~~
 - ~~(3) Salary.~~
 - ~~(4) Contact information.~~
 - ~~(5) (1) Equal Employment Opportunity and Americans With Disabilities Act (reasonable accommodation) information.~~ Job description.
 - ~~(1) Minimum qualifications.~~
 - ~~(2) Salary.~~
 - ~~(3) Contact information, and~~
 - ~~(4) Employment type and job location.~~
 - b. The ~~Evaluation Division must review and approve the employment announcement and distribution plan. The plan~~ recruitment notice should reach as many segments of the general population, demographically, as possible. An application form must be used. The Civil Service application ~~can~~ may be used, or the ~~department or~~ agency ~~can~~ may use its own. Whichever application form is used, it must be retained for audit purposes for at least three years from the completion of the selection process.
2. The ~~department or~~ agency must base selection decisions upon a job-related, competitive procedure.
 - a. The ~~department or~~ agency selection ~~plan requires the Evaluation Division's approval prior to implementation and~~ strategy must include:
 - (1) A standard pre-screening process, which includes a review of applications for any necessary requirements and a verification ~~method of credentials method;~~
 - (2) Appropriate selection methods, ~~such as for example,~~ structured interview questions that will assist in measuring appropriate knowledge, skills, and ~~abilities.~~ abilities; and
 - (3) A notification letter to applicants who are not selected.
 - b. ~~The agency must establish a data collection plan to maintain gender and race data for the following categories:~~
 - ~~(1) Applications received.~~
 - ~~(2) Applicants scheduled for interview.~~
 - ~~(3) Applicants withdrawn from consideration.~~
 - ~~(4) Applicants interviewed.~~
 - ~~(5) Applicants hired.~~

~~(6) Employees recalled from prior seasons.~~ b. Appointing authorities shall ensure equal employment opportunities consistent with Civil Service rules and regulations.

3. All appointments are subject to post-audit. The department or agency must maintain complete documentation of the ~~process.~~ recruitment, selection, and appointment processes. Specifically, it must be able to demonstrate:
 - a. Openness and accessibility of the ~~process.~~ process.
 - b. Adherence to ~~merit system principles.~~ Civil Service Rules.
 - c. Compliance with ~~the equal employment opportunity standards.~~ Civil Service Regulation 3.06, Selection of Employees for Position Vacancies.

PROCEDURES:

Responsibility:

Action:

Agency

~~Submits a written request for a seasonal hiring process to the Evaluation Division Director, outlining the rationale for such a request, including:~~

~~Classification of positions.~~

~~Organizational entities where the hiring will occur.~~

~~Number of vacancies.~~

~~Target dates for key activities.~~

~~Designated departmental contact person(s).~~

Evaluation Division Director

~~Reviews the request within three workdays and forwards it to the appropriate staff (component manager) with a recommendation.~~

Evaluation Division Component Manager

~~If request is approved, sets up a meeting with participating agency personnel in order to initiate partnership.~~

~~If rejected, sends denial letter to the requesting agency, with explanation, within four workdays.~~

Agency

~~If request is approved, develops a draft announcement of the employment opportunity, with Evaluation Division assistance if needed.~~

PROCEDURES

Responsibility

Action

Department or Agency

1. Develops a recruitment notice of the employment

	<u>opportunity, with Bureau of Human Resource Services assistance, if needed.</u>
	Within ten workdays, develops and submits to the Evaluation Division selection and data collection plans.
Evaluation Division Component Manager	Reviews proposed announcement, selection plan, and data collection plan with the section manager within five workdays.
	Notifies agency of final approval or disapproval within three workdays.
Agency	If approved, conducts selection process in accordance with approved plan.
<u>Responsibility (Cont.):</u>	<u>Action (Cont.):</u>
<u>Agency (Cont.)</u>	Enters hire transaction into Personnel Payroll Information System for Michigan (PPRISM), using an “HNN” appointment type code for an appointment category of “Hire,” appointment method of “Noncareer,” and appointment duration of “Noncareer.”
	<u>2. Conducts selection process in accordance with its selection strategy.</u>
	<u>3. Enters hire transaction into Personnel Payroll Information System for Michigan (PPRISM), using an “HNN” appointment type code for an appointment category of “Hire,” appointment method of “Noncareer,” and appointment duration of “Noncareer.”</u>
Agency Central Personnel Office	During the initial hiring season, submits to the Evaluation Division component manager a monthly data collection report of all hiring activity. (Monthly reporting will be required for the initial hiring season only.)
	After the hiring season, submits a final data collection report to the component manager within thirty workdays.
Evaluation Division Component Manager	Monitors data collection report to ensure compliance with hiring plan standards.
	Conducts on-site field audits with agency, if necessary.

Makes recommendations for continuation of process for subsequent seasons, including suggested improvements.

Bureau of Human Resource Services

4. Conducts on-site field audits with department or agency staff to monitor compliance with relevant Civil Service Rules and Regulations.

5. Makes a recommendation for continuation of process for subsequent seasons, including suggested improvements.

CONTACT PERSONS:

Questions or concerns about this regulation should be directed to David G. Fitch, Evaluation Division Director (517-373-3040), Department of Civil Service, P.O. Box 30002, Lansing, Michigan 48909.

❖-❖-❖-❖-❖-❖ PERSONS

Questions concerning subclass codes for positions and employment list records should be directed to the Bureau of Human Resource Services Group Leader responsible for providing services to the agency: George Minerick (517) 373-3065; Carol Mowitz, (517) 373-3040; or Duane Lewis, (313) 256-3692.

This regulation is issued in accordance with Section 2-13.5 of NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations that implement Commission Rules are subordinate to those Rules.

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6910	Effective Date:	Index Reference: Selective Certification	Regulation Number: 3.05
Issuing Bureau: Human Resource Services	Rule Reference: Rules 3-4.2 and 3-4.3		Replaces: Reg. 3.05 (CS-6808, September 17, 1996)
Subject: SELECTIVE CERTIFICATION FOR POSITION-SPECIFIC QUALIFICATIONS			

AUTHORITY

The Michigan Constitution of 1963, Article XI, Section 5 states, in part:

The commission shall . . . make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service. . . . No person shall be appointed to or promoted in the classified service who has not been certified by the commission as qualified for such appointment or promotion.

RULE REFERENCE

Chapter 3 of the *Michigan Civil Service Commission Rules* provides the basis for the selective certification process:

Rule 3-4.2 Referral. — *The department of civil service shall refer, or authorize the referral of, qualified candidates to appointing authorities for consideration for appointment to the classified service.*

Rule 3-4.3 Selective Certification. — *If the department of civil service has established selective certification requirements for a position, the appointing authority shall appoint only a candidate who meets the selective certification requirements.*

Rule 2-19 provides the basis for employment preference:

Rule 2-19.1(e) Selective Certification requirements — *means specific qualifications, that are narrower or more limited than those generally associated with a job classification and that are determined to be essential for performance of the duties of a specific position.*

PURPOSE

To establish standards and procedures for approval of selective certification requests and the application of selective certification in the appointment process. These standards do not apply to requests for gender requirements (bona fide occupational qualifications).

STANDARDS

1. Selective certification criteria for position-specific qualifications must be demonstrably job related. That is, the appointing authority must establish that the position is different from others in the classification, detail how it is different, and describe what qualifications are needed. A current, approved Position Description (CS-214) for an established position must be submitted with the request for selective certification approval. However, the agency may submit a package for a new position (see #8).
2. Selective certification criteria must be a narrowing of the classification requirements and may not be for a higher order than the qualification requirements for the classification. For example, a criterion of a bachelor's degree would not be approved for a position in a classification that requires an associate's degree; however, an associate's degree in a particular area could be approved for a position in a classification with an associate's degree requirement.
3. The criteria must relate to entry requirements, not to knowledge, skills, abilities, or other characteristics acquired in the position.
4. Selective certification criteria must be quantifiable, easily observable, and verifiable. Examples: "possession of a teacher's certificate," "fifteen college credits in toxicology," "one year of experience in historic preservation."
5. Selective certification criteria may be approved for positions in classifications with approved subclass codes.
6. An approved selective certification criterion for a position must be applied whenever the position is to be filled by any means. The approval will remain in effect for the duration of the position unless there is a substantial change in the position's duties and responsibilities affecting the qualification requirements.
7. Selective certification criteria must be approved and in place for **70 days before the criteria can be applied in a reduction-in-force action** affecting the position, its incumbent, or a person exercising employment preference to the position.

	Regulation 3.05: <i>Selective Certification for Position-Specific Qualifications</i>	Page 3 of 4
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STANDARDS (CONT.)

When a reduction in force affects a position with selective certification approval in place for 70 days or more, the approved criteria must be applied to all persons in whose bump chain the position appears.

8. An appointing authority may submit a request to establish a position to the Bureau of Human Resource Services, receive selective certification approval for filling it, and receive an employment list, as a package. The position must be established and the selective certification approval must be received before applying the criteria in the selection process.
9. The appointing authority is responsible for screening individuals for the approved criteria.

PROCEDURES

Responsibility

Appointing Authority

Action

1. Proposes that selective certification criteria are necessary in defining the requirements for a position.
2. Prepares written request for approval that includes the following:
 - a. A copy of the current, approved Position Description (CS-214) with the classification title, level, and position number.
 - b. A narrative that provides the rationale and linkage between the requested criterion and the position description.
 - c. Any relevant supporting materials, such as pertinent legislation.
3. Sends the request and documentation to the Agency Services Group Leader in the Bureau of Human Resource Services (BHRS) responsible for providing human resource services to the department.

	Regulation 3.05: <i>Selective Certification for Position-Specific Qualifications</i>	Page 4 of 4
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Responsibility (Cont.)

Bureau of Human Resource Services

Appointing Authority

Action (Cont.)

4. Reviews the request and conducts any necessary research.
5. Notifies the appointing authority, in writing, of the decision to approve or deny the request. Files a copy of the response in the position file.
6. If approved, conducts the selection process and evaluates candidates based on the approved selective certification criteria.
7. Makes an appointment in accordance with Civil Service Commission rules.

CONTACT PERSON

Questions concerning subclass codes for positions and employment list records should be directed to the Bureau of Human Resource Services Group Leader responsible for providing services to the agency: George Minerick (517) 373-3065; Carol Mowitz, (517) 373-3040; or Duane Lewis, (313) 256-3692.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations that implement Commission Rules are subordinate to those Rules.

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6808	Effective Date: September 8, 1998	Index Reference: <u>Selective Certification</u>	Regulation Number: 3.05
		<u>Selective Certification</u>	<u>3.05</u>
Issuing Bureau: Human Resource Services <u>Human Resource Services</u>	Rule Reference: Rules 3-4.2 and 3-4.3 <u>Rules 3-4.2 and 3-4.3</u>		Replaces: CS-6759 <u>Reg. 3.05</u> <u>(CS-6808, September 17,</u> <u>1996)</u>
Subject: SELECTIVE CERTIFICATION FOR POSITION-SPECIFIC QUALIFICATIONS			

NOTE: ~~THIS REGULATION SUPERSEDES REGULATION 3.05, ISSUED ON APPOINTING AUTHORITY LETTER CS-6808, DATED 9/17/96.~~

AUTHORITY: AUTHORITY

The Michigan Constitution of 1963, Article XI, Section 5 states, in part:

The commission shall . . . make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service. . . . No person shall be appointed to or promoted in the classified service who has not been certified by the commission as qualified for such appointment or promotion.

RULE REFERENCE:

~~Rules 3-4.2 and 3-4.3~~ Chapter 3 of the Michigan Civil Service Commission Rules provides the basis for the selective certification process:

~~3-4.2~~ Referral. ~~Rule 3-4.2~~ Referral. — The department of civil service shall refer, or authorize the referral of, qualified candidates to appointing authorities for consideration for appointment to the classified service.

~~3-4.3~~ Selective ~~Rule 3-4.3~~ Selective **Certification.** — If the department of civil service has established selective certification requirements for a position, the appointing authority shall appoint only a candidate who meets the selective certification requirements.

Rule ~~2-19.1~~ provides definitions of terms used in the Employment Preference Rule: ~~2-19~~ provides the basis for employment preference rule:

~~2-19.1(e)~~ Rule 2-19.1(e) *Selective Certification requirements* — means specific qualifications, that are narrower or more limited than those generally associated with a job classification and that are determined to be essential for performance of the duties of a specific position.

PURPOSE:

To establish standards and procedures for approval of selective certification requests and the application of selective certification in the appointment process. These standards do not apply to requests for gender requirements (bona fide occupational qualifications).

STANDARDS:

- ~~1.~~ 1. Selective certification criteria for position-specific qualifications must be demonstrably job related. That is, the appointing authority must establish that the position is different from others in the classification, detail how it is different, and describe what qualifications are needed. A current, approved Position Description (CS-214) for an established position must be submitted with the request for selective certification approval. However, the agency may submit a package for a new position (see #8).
- ~~2.~~ 2. Selective certification criteria must be a narrowing of the classification requirements and may not be for a higher order than the qualification requirements for the classification. For example, a criterion of a bachelor's degree would not be approved for a position in a classification that requires an associate's degree; however, an associate's degree in a particular area could be approved for a position in a classification with an associate's degree requirement.
- ~~3.~~ 3. The criteria must relate to entry requirements, not to knowledge, skills, abilities, or other characteristics acquired in the position.
- ~~4.~~ 4. Selective certification criteria must be quantifiable, easily observable, and verifiable. Examples: "possession of a teacher's certificate," "fifteen college credits in toxicology," "one year of experience in historic preservation."
5. Selective certification criteria may be approved for positions in classifications with approved subclass codes.

<i>September 8, 1998</i>	<i>Selective Certification for Position-Specific Qualifications</i> <i><u>Regulation 3.05: Selective Certification for Position-Specific Qualifications</u></i>	<i>Page 4 of 4</i> <i><u>Page 3 of 5</u></i>
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~~5. 6.~~ An approved selective certification criterion for a position must be applied whenever the position is to be filled by any means. The approval will remain in effect for the duration of the position unless there is a substantial change in the position's duties and responsibilities affecting the qualification requirements.

~~7.~~ Selective certification criteria must be approved and in place for **70 days before the criteria can be applied in a reduction-in-force action** affecting the position, its incumbent, or a person exercising employment preference to the position.

STANDARDS (CONT.)

When a reduction in force affects a position with selective certification approval in place for 70 days or more, the approved criteria must be applied to all persons in whose bump chain the position appears.

STANDARDS (CONT.):

~~7. 8.~~ An appointing authority may submit a request to establish a position to the Bureau of Human Resource Services, receive selective certification approval for filling it, and receive an employment list, as a package. The position must be established and the selective certification approval must be received before applying the criteria in the selection process.

~~2. 9.~~ The appointing authority is responsible for screening individuals for the approved criteria.

~~3. Selective certification criteria may be approved for positions in classifications with approved subclass codes.~~

PROCEDURES:

PROCEDURES

Responsibility

Appointing Authority

Action

1. Proposes that selective certification criteria are necessary in defining the requirements for a position.
2. Prepares written request for approval that includes the following:

<i>September 8, 1998</i>	<i>Selective Certification for Position-Specific Qualifications</i> <i><u>Regulation 3.05: Selective Certification for Position-Specific Qualifications</u></i>	<i>Page 4 of 4</i> <i><u>Page 4 of 5</u></i>
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- a. A copy of the current, approved Position Description (CS-214) with the classification title, level, and position number.
 - b. A narrative that provides the rationale and linkage between the requested criterion and the position description.
 - c. Any relevant supporting materials, such as pertinent legislation.
3. Sends the request and documentation to the Agency Services Group Leader in the Bureau of Human Resource Services (BHRS) responsible for providing human resource services to the department.

Responsibility (Cont.)

Bureau of Human Resource Services

Action (Cont.)

4. Reviews the request and conducts any necessary research.

Responsibility (Cont.)

Appointing Authority

Action (Cont.)

5. Notifies the appointing authority, in writing, of the decision to approve or deny the request. Files a copy of the response in the position file.
6. If approved, conducts the selection process and evaluates candidates based on the approved selective certification criteria.
7. Makes an appointment in accordance with Civil Service Commission rules.

CONTACT PERSON: CONTACT PERSON

Questions ~~regarding this regulation~~ concerning subclass codes for positions and employment list records should be directed to the Bureau of Human Resource Services ~~Agency Liaison (see chart below)~~ Group Leader responsible for providing ~~human resource~~ services to the ~~department~~.

<i>September 8, 1998</i>	<i>Selective Certification for Position-Specific Qualifications</i> <i><u>Regulation 3.05: Selective Certification for Position-Specific Qualifications</u></i>	<i>Page 4 of 4</i> <i>Page 5 of 5</i>
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agency: George Minerick (517) 373-3065; Carol Mowitz, (517) 373-3040; or Duane Lewis, (313) ♦—♦—♦—♦—♦—♦—♦256-3692.

Department of Civil Service Agency Liaisons by Agency
8/10/98

Agency	C.S. Liaison	Phone	Agency	C.S. Liaison	Phone
Agriculture	Michael Ford	517-373-8231	Family Indep. Agey:	Evelyn Fratzke	517-335-4959
Attorney General	Bill Hardwick	517-373-3114	Jobs Commission	Tom Hall	517-241-7860
Auditor General	Ron Moffett	517-373-3060	Man. & Budget	Charla Powell	517-335-0293
Civil Rights	Duane Lewis	313-256-3692	Mich. Emp. Sec. Agey:	Stella Szczesny	313-256-3740
Civil Service	Barry Home	517-373-7353	Military & Veteran Affrs.	Peggie Price	517-335-0300
Community Health	Bob Gilroy	517-373-0644	Natural Resources	Vivian Tansil	517-373-3062
Cons. & Indus. Serv.	George Davis	517-373-1179	State	Peggie Price	517-335-0300
Corrections	Ken Melaragni	517-373-3039	State Police	Michael Ford	517-373-8231
Education	Michael Ford	517-373-8231	Transportation	Ron Moffett	517-373-3060
Environ. Quality	Tom Hall	517-241-7860	Treasury	Charla Powell	517-335-0293

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations that implement Commission Rules are subordinate to those Rules.

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6910	Effective Date:	Index Reference: Examination Administration	Regulation Number: 3.16
Issuing Bureau: Human Resource Services	Rule Reference: Rule 3-2		Replaces: Reg. 3.16 (CS-6757, October 1, 1994)
Subject: EXAMINATION ADMINISTRATION			

AUTHORITY

The Michigan Constitution of 1963, Article XI, Section 5, states:

The commission shall . . . determine by competitive examination and performance exclusively on the basis of merit, efficiency and fitness the qualifications of all candidates for positions in the classified service, make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service.

RULE REFERENCE

Chapter 3 of the *Michigan Civil Service Commission Rules* provides the basis for examination of applicants for all positions in the state classified service.

Rule 3-2.1 Authority. — *The department shall prepare or approve examinations for all classified positions.*

Rule 3-2.2 Content and Method. — *Examinations shall consist of appraisal methods that assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The department may use another organization's examination results.*

Rule 3-2.3 Application and Schedule of Examinations. — *The department shall establish procedures for persons seeking positions in the classified service. The department shall publish an examination schedule.*

Rule 3-2.4 Reasonable Accommodations. — The department shall make reasonable accommodations in its application and examination process for a person with a disability who makes a reasonable request for accommodation in advance. The department may offer an alternative evaluation method for a person with a disability if the person is unable to participate in the regular examination process. The department need not make an accommodation that would cause undue hardship on the department.

Rule 3-2.5 Examination Administration. — After considering existing employment lists, labor market data, and other relevant factors, the department may limit the administration of an examination to meet the need for:

- (a) A representative employment list.
- (b) An employment list in a specific location.
- (c) Specific or specialized job skills.
- (d) Other work force requirements.

Rule 3-2.6 Scoring of Examinations. — The department shall establish criteria for scoring examinations. Whenever possible, the department shall divide examination results into broad categories of relative performance.

Rule 3-2.7 Integrity of Process. — An applicant shall comply with the established procedures and processes to be considered for examination or appointment.

- (a) **Prohibited Practices.** During the application, examination, or appointment process, an applicant shall not do any of the following:
 - (1) Make any false statements or omissions of a material fact.
 - (2) Misrepresent education or experience.
 - (3) Engage in deception or fraud.
 - (4) Cheat.
 - (5) Compromise the integrity of the examination process.
- (b) **Sanctions.** If the Department of Civil Service finds that an applicant has engaged in any prohibited act, the department may do any of the following:
 - (1) Cancel or limit the applicant's eligibility for state employment.

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- (2) *Require the separation of the applicant from state employment.*
- (3) *Impose any other or additional sanction that is appropriate.*

PURPOSE

This regulation defines and outlines the standards governing the application, administration, and scoring of Department of Civil Service examinations.

DEFINITION OF TERMS

Employment List. — A list of persons qualified for appointment to a position in the classified service.

Person With a Disability. — Any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

State Employee Applicant. — The following individuals are considered state employees for testing and employment list purposes:

- Those presently employed on a career basis.
- Employees on layoff from a classified position.
- Employees on a leave of absence whose rights to return to active employment are guaranteed.
- Individuals currently in the disability retirement program; i.e., Return to Work Program.
- Individuals appointed to executive branch unclassified positions.
- Employees of the state legislature and judiciary.

The general public and the following individuals are **NOT** considered state employees for testing and employment list purposes:

- Independent and special personal service contractors.
- Persons on short-term, emergency, or student appointments (noncareer).

STANDARDS

1. The Department of Civil Service shall develop and publish an examination schedule in accord with the following:
 - a. An examination may be included on or excluded from the examination schedule based on the factors permitted in the *Michigan Civil Service Commission Rules*, Section 3-2.5.
 - b. The examination schedule shall include examination numbers and titles and anticipated examination dates.
 - c. Examinations open to the general public will be identified on the examination schedule.
2. An announcement shall be published for each examination listed on the examination schedule and will contain information specific to the examination, including the application procedure and the retake policy.
3. Applicants may not be scheduled to take an examination for classifications where they possess a first-band score.

NOTE: In the event that the employment lists are being replaced as a result of modification to an existing examination or a newly developed examination, persons on the existing employment list will be notified of the need to take the new examination.

4. If possible, all examinations shall be administered on an open-continuous basis for state employee applicants.
5. An applicant must fulfill the requirements for at least one classification covered by the examination on the date their credentials are reviewed by the Department of Civil Service in order to be scheduled for the written examination.
6. Applicants may take a specific written examination as often as permitted for that examination. Retake timeframes for specific examination titles may be found in the examination announcement.
7. Applicants found not eligible for an examination may seek relief through the appeals process in accordance with the established guidelines, procedures, and limitations, as set forth in Regulation 2.03, "Technical Appeal Process."
8. When an individual retakes an examination and achieves a different score, the most recent passing score will replace the previous score for classifications included in the latest administration.

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9. Disabled applicants needing reasonable accommodation to participate in a written examination process should submit a written request indicating the type of accommodation needed and the specific examination desired. The request must be made prior to the examination administration. The Civil Service component coordinator will approve or deny the accommodation request. Some disabling conditions may preclude participation in the written examination process, with or without reasonable accommodation. These applicants may be eligible for the “Twelve-Month Trial Appointment Process for Handicappers” (see Regulation 3.07).
10. If scheduled for an examination, applicants may request an alternate examination date for reasons of emergency or unalterable prior commitments. Requests should be submitted in writing, to the Department of Civil Service, Bureau of Human Resource Services, Central Support Team.
11. Applicants may be removed from the examination process for any of the reasons specified in Section 3-2.7 of the *Michigan Civil Service Commission Rules*.
12. Appointing authorities may verify an applicant’s required education and experience in the final selection process, prior to appointment.
13. Appointing authorities shall notify their Civil Service agency liaison immediately of any instances when a candidate has misrepresented or falsified his or her credentials.
14. The Department of Civil Service shall fully investigate any indications that a candidate may have misrepresented or falsified his or her credentials and impose appropriate sanctions.
15. The Department of Civil Service shall enforce examination integrity and apply sanctions as a result of violations, in accordance with Rule 3-2, subsection 3-2.7, and Regulation 3.08, “Sanctions For Violating Examinations Integrity.”

CONTACT

Direct questions or concerns regarding this regulation to the Central Support Team, at (517) 373-3072.

<p>NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan Constitution and the <i>Michigan Civil Service Commission Rules</i>. Regulations that implement Commission Rules are subordinate to those Rules.</p>
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Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6757	Effective Date: September 8, 1998	Index Reference: Examination Administration	Regulation Number: 3.16 <u>3.16</u>
		Examination Administration	
Issuing Bureau: Human Resource Services	Rule Reference: Rule 3-2		Replaces: Regulation 3.16; effective 10-1-94
Human Resource Services	Rule 3-2		Reg. 3.16 (CS-6757, October 1, 1994)
Subject: EXAMINATION ADMINISTRATION			

AUTHORITY:

The Michigan Constitution of 1963, Article XI, Section 5, states:

The commission shall . . . determine by competitive examination and performance exclusively on the basis of merit, efficiency and fitness the qualifications of all candidates for positions in the classified service, make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service.

RULE REFERENCE:**RULE REFERENCE**

Chapter 3 of the *Michigan Civil Service Commission Rules* provides the basis for examination of applicants for all positions in the state classified service.

Rule 3-2.1 *Authority.* — *The department shall prepare or approve examinations for all classified positions.*

Rule 3-2.2 *Content and Method.* — *Examinations shall consist of appraisal methods that assess relevant, job-related knowledge, skills, abilities, and other qualifications necessary for successful job performance. The department may use another organization's examination results.*

Rule 3-2.3 *Application and Schedule of Examinations.* — The department shall establish procedures for persons seeking positions in the classified service. The department shall publish an examination schedule.

~~3-2.4~~**Rule 3-2.4** *Reasonable Accommodations.* — The department shall make reasonable accommodations in its application and examination process for a ~~handicapped~~person with a disability who makes a reasonable request for accommodation in advance. The department may offer an alternative evaluation method for a ~~handicapped if the~~person handicapped with a disability if the person is unable to participate in the regular examination process. The department need not make an accommodation that would cause undue hardship on the department.

Rule 3-2.5 *Examination Administration.* — After considering existing employment lists, labor market data, and other relevant factors, the department may limit the administration of an examination to meet the need for:

- ~~a. — a(a)~~ A representative employment ~~list;~~list.
- ~~b. — an(b)~~ An employment list in a specific ~~location;~~location.
- ~~c. — specific~~(c) Specific or specialized job ~~skills; or~~skills.
- ~~d. — other~~(d) Other work force requirements.

Rule 3-2.6 *Scoring of Examinations.* — The department shall establish criteria for scoring examinations. Whenever possible, the department shall divide examination results into broad categories of relative performance.

Rule 3-2.7 *Integrity of Process.* — An applicant shall comply with the established procedures and processes to be considered for examination or appointment.

~~a. (a)~~ **Prohibited Practices.** During the application, examination, or appointment process, an applicant shall not do any of the following:

- (1) ~~make~~Make any false statements or omissions of a material ~~fact;~~fact.
- (2) ~~misrepresent education or experience;~~
- (3) ~~engage in deception or fraud;~~
- (4) ~~cheat; or~~Misrepresent education or experience.

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(3) Engage in deception or fraud.

(4) Cheat.

(5) ~~compromise~~Compromise the integrity of the examination process.

~~b. — Sanctions. — If the department~~(b) Sanctions. — If the Department of Civil Service finds that an applicant has engaged in any prohibited act, the department may do any of the following:

(1) ~~cancel~~Cancel or limit the applicant's eligibility for state ~~employment;~~employment.

(2) ~~require~~Require the separation of the applicant from state ~~employment; or~~employment.

(3) ~~impose~~Impose any other or additional sanction that is appropriate.

PURPOSE:

~~The purpose of this procedure is to define and outline~~This regulation defines and outlines the standards governing the application, administration, and scoring of Department of Civil Service examinations.

DEFINITION OF TERMS:

Employment List. — A list of persons qualified for appointment to a position in the classified service.

~~Handicapper.~~Person With a Disability. — Any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

State Employee Applicant. — The following individuals are considered state employees for testing and employment list purposes:

- Those presently employed on a career basis.
- Employees on layoff from a classified position.

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- Employees on a leave of absence whose rights to return to active employment are guaranteed.
- Individuals currently in the disability retirement program; i.e., Return to Work Program.
- Individuals appointed to executive branch unclassified positions.
- Employees of the state legislature and judiciary.

The general public and the following individuals are **NOT** considered state employees for testing and employment list purposes:

- ~~Personal~~Independent and special personal service contractors.
- Persons on short-term, emergency, or student appointments (noncareer).

STANDARDS:

1. The Department of Civil Service shall develop and publish an examination schedule in accord with the following:
 - a. An examination may be included on or excluded from the examination schedule based on the factors permitted in the *Michigan Civil Service Commission Rules*, Section 3-2.5.
 - b. The examination schedule shall include examination numbers and titles and anticipated examination dates.
 - c. Examinations open to the general public will be identified on the examination schedule.
- ~~2.~~ 2. An~~examination~~ announcement shall be published for each examination listed on the examination schedule and will contain information specific to the examination, including the application procedure and the retake policy.
3. Applicants may not be scheduled to take an examination for classifications where they possess a first-band score.

NOTE: In the event that the employment lists are being replaced as a result of modification to an existing examination or a newly developed examination, persons on the existing employment list will be notified of the need to take the new examination.

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4. If possible, all examinations shall be administered on an open-continuous basis for state employee applicants.
5. An applicant must fulfill the requirements for at least one classification covered by the examination on the date their credentials are reviewed by the Department of Civil Service in order to be scheduled for the written examination.
6. Applicants may take a specific written examination as often as permitted for that examination. Retake timeframes for specific examination titles may be found in the examination announcement.
7. Applicants found not eligible for an examination may seek relief through the appeals process in accordance with the established guidelines, procedures, and limitations, as set forth in Regulation 2.03, "Technical Appeal Process."
8. When an individual retakes an examination and achieves a different score, the most recent passing score will replace the previous score for classifications included in the latest administration.
9. ~~Handicapped~~Disabled applicants needing reasonable accommodation to participate in a written examination process should submit a written request indicating the type of accommodation needed and the specific examination desired. The request must be made prior to the examination administration. The Civil Service component coordinator will approve or deny the accommodation request. Some ~~handicapping~~disabling conditions may preclude participation in the written examination process, with or without reasonable accommodation. These applicants may be eligible for the "Twelve-Month Trial Appointment Process for Handicappers" (see Regulation 3.07).
10. If scheduled for an examination, applicants may request an alternate examination date for reasons of emergency or unalterable prior commitments. Requests should be submitted in writing, to the Department of Civil Service, Bureau of Human Resource Services, Central Support Team.
11. Applicants may be removed from the examination process for any of the reasons specified in Section 3-2.7 of the *Michigan Civil Service Commission Rules*.
12. Appointing authorities may verify an applicant's required education and experience in the final selection process, prior to appointment.
13. Appointing authorities shall notify their Civil Service agency liaison immediately of any instances when a candidate has misrepresented or falsified his or her credentials.

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	<u>Regulation 3.16: Examination Administration</u>	<u>Page 6 of 6</u>

14. The Department of Civil Service shall fully investigate any indications that a candidate may have misrepresented or falsified his or her credentials and ~~recommend~~impose appropriate sanctions.

~~15. Application, administration, and scoring processes for all applicants shall be in conformance with established internal procedures.~~

~~16.~~ 15. The Department of Civil Service shall enforce examination integrity and apply sanctions as a result of violations, in accordance with Rule 3-2, subsection 3-2.7, and ~~related regulations.~~ Regulation 3.08, "Sanctions For Violating Examinations Integrity."

CONTACT:

Direct questions or concerns regarding this regulation to the ~~Bureau of Human Resource Services,~~ Central Support Team, at (517) 373-3072.



~~This regulation is issued in accordance with Subsection 2-13.5 of~~ NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations that implement Commission Rules are subordinate to those Rules.

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6910	Effective Date:	Index Reference: Examinations	Regulation Number: 3.17
Issuing Bureau: Human Resource Services	Rule Reference: Rule 3-2.5		Replaces: Reg. 3.17, (CS-6757, October 1, 1994) (Originally Issued as Selection Administrative Procedure 12)
Subject: EXAMINATIONS FOR WORK FORCE NEEDS			

AUTHORITY

The Michigan Constitution of 1963, Article XI, Section 5, states in part:

No person shall be appointed to or promoted in the classified service who has not been certified by the commission as qualified for such appointment or promotion.

RULE REFERENCE

Section 3-2.5 of the *Rules of the Civil Service Commission* states:

Rule 3-2.5 Examination Administration. — *After considering existing employment lists, labor market data, and other relevant factors, the department of civil service may limit the administration of an examination to meet the need for:*

- (a) *A representative employment list.*
- (b) *An employment list in a specific location.*
- (c) *Specific or specialized job skills.*
- (d) *Other work force requirements.*

PURPOSE

This regulation establishes standards under which applicants may be tested outside the standard schedule of examinations when routine measures for providing qualified and available candidates result in employment lists that are insufficient to meet existing workforce needs.

STANDARDS

1. Requests for workforce-need examinations must be made in writing by the agency personnel offices and must specify the criterion (geographic list inadequacy or workforce supplementation) under which the requests are being made.
2. An immediate workforce need must be demonstrated. Requests must include documentation regarding existing vacancies or how the vacancies will be created, including position numbers, if available.
3. Geographic List Inadequacy: A request under this criterion must include documentation that demonstrates that fewer than 15 available names exist on a valid certification for the classification and location requested for each vacant position to be filled.
4. Supplemental Workforce Need: A request under this criterion must include rationale that demonstrates the need to supplement existing standard employment lists or exclusive-agency employment lists based upon any one, or combination, of the following criteria:
 - a. Change of program priorities.
 - b. New program or service initiatives.
 - c. Employee turnover or retirements.
 - d. Reorganizations.
 - e. The need to test employees who have become eligible since the last scheduled administration of the examination.
5. A workforce-need examination may not be approved if a regularly scheduled administration of the examination will take place and have scores released within 30 calendar days. If it is feasible and appropriate, applicants may be added to the examination in process.
6. Unless otherwise authorized by the Bureau of Human Resource Services Director, a workforce-need examination administration will be limited to those applicants who have not previously taken the examination.
7. Applicants will be placed on employment lists for all classifications tested in the examination component for which they qualify.

8. The Bureau of Human Resource Services component coordinator will evaluate the request and approve it or suggest alternatives, such as:
 - a. Identifying qualified applicants on other employment lists.
 - b. Downgrading positions for training.
 - c. Adding classifications and/or levels to individual records based on a previous examination score.
 - d. Requesting targeted recruiting and testing.
 - e. Testing of agency-identified applicants.
 - f. Emergency appointments.
 - g. Alternative selection plans (see Regulation 3.01).
10. If workforce-need testing is approved, the requesting department shall be responsible for the following:
 - a. Identifying potential applicants of the proposed examination.
 - b. Gathering Civil Service Applications (CS-102) and any other required documents from interested applicants and submitting them to the Civil Service agency liaison by a mutually agreed-upon date.
 - c. Preparing and submitting a Request for Geographic Need/Affirmative Action Examination form (CS-597) for each applicant, if the request is for a geographic need.
11. The Bureau of Human Resource Services will expedite, to the extent possible, the scheduling and scoring of workforce-need examinations.

CONTACT

Direct questions or concerns regarding this regulation to the Central Support Team, at (517) 373-3072.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan Constitution and the <i>Michigan Civil Service Commission Rules</i> . Regulations that implement Commission Rules are subordinate to those Rules.
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Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: <u>CS-6757</u>	Effective Date: <u>September 8, 1998</u>	Index Reference: <u>Examinations</u>	Regulation Number: <u>3.17</u> <u>3.17</u>
		<u>Examinations</u>	
Issuing Bureau: <u>Human Resource Services</u>	Rule Reference: <u>Rule 3-2.5</u>		Replaces: <u>Regulation 3.17,</u> <u>effective 10-1-94</u> <u>(Originally Issued as Selection</u> <u>Administrative Procedure 12)</u>
<u>Human Resource Services</u>	<u>Rule 3-2.5</u>		<u>Reg. 3.17,</u> <u>(CS-6757, October 1,</u> <u>1994)</u> <u>(Originally Issued as Selection</u> <u>Administrative Procedure 12)</u>
Subject: EXAMINATIONS FOR WORK FORCE NEEDS			

AUTHORITY:

The Michigan Constitution of 1963, Article XI, Section 5, states in part:

No person shall be appointed to or promoted in the classified service who has not been certified by the commission as qualified for such appointment or promotion.

RULE REFERENCE:

Section 3-2.5 of the *Rules of the Civil Service Commission* states:

Rule 3-2.5 Examination Administration. — After considering existing employment lists, labor market data, and other relevant factors, the department of civil service may limit the administration of an examination to meet the need for:

- (a) A representative employment list.
- (b) An employment list in a specific location.
- (c) Specific or specialized job skills.
- (d) Other work force requirements.

PURPOSE: PURPOSE

This ~~procedure~~regulation establishes standards under which applicants may be tested outside the standard schedule of examinations when routine measures for providing qualified and available candidates result in employment lists that are insufficient to meet existing workforce needs.

STANDARDS:
STANDARDS

1. Requests for workforce-need examinations must be made in writing by the agency personnel offices and must specify the criterion (geographic list inadequacy or workforce supplementation) under which the requests are being made.
2. An immediate workforce need must be demonstrated. Requests must include documentation regarding existing vacancies or how the vacancies will be created, including position numbers, if available.
3. Geographic List Inadequacy: A request under this criterion must include documentation that demonstrates that fewer than 15 available names exist on a valid certification for the classification and location requested for each vacant position to be filled.
4. Supplemental Workforce Need: A request under this criterion must include rationale that demonstrates the need to supplement existing standard employment lists or exclusive-agency employment lists based upon any one, or combination, of the following criteria:
 - a. Change of program ~~priorities,~~priorities.
 - b. New program or service ~~initiatives,~~initiatives.
 - c. Employee turnover or ~~retirements,~~retirements.
 - ~~d. Reorganizations,~~
 - ~~e. Employment list underrepresentation, and~~
 - d. Reorganizations.
 - e. The need to test employees who have become eligible since the last scheduled administration of the examination.

<i>September 8, 1998</i>	<i>Reg 3.17: Examination for Work Force Need</i> <i>Regulation 3.17: Examinations for Work Force Needs</i>	<i>Page 3 of 3</i> <i>Page 3 of 4</i>	
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5. A workforce-need examination may not be approved if a regularly scheduled administration of the examination will take place and have scores released within 30 calendar days. If it is feasible and appropriate, applicants may be added to the examination in process.
6. Unless otherwise authorized by the Bureau of Human Resource Services Director, a workforce-need examination administration will be limited to those applicants who have not previously taken the examination.
- ~~7. Applicants scheduled for workforce-need testing may not request to be rescheduled for the examination, unless they are otherwise eligible to take the next administration.~~
7. Applicants will be placed on employment lists for all classifications tested in the examination component for which they qualify.
8. The Bureau of Human Resource Services component coordinator will evaluate the request and approve it or suggest alternatives, such as:
 - a. Identifying qualified applicants on other employment ~~lists,~~lists.
 - b. Downgrading positions for ~~training,~~training.
 - c. Adding classifications and/or levels to individual records based on a previous examination ~~score,~~score.
 - d. Requesting targeted recruiting and ~~testing,~~testing.
 - e. Testing of agency-identified ~~applicants,~~applicants.
 - f. Emergency ~~appointments, and~~appointments.
 - g. Alternative selection plans (see Regulation 3.01).
10. If workforce-need testing is approved, the requesting department shall be responsible for the following:
 - a. Identifying potential applicants of the proposed ~~examination,~~examination.
 - b. Gathering Civil Service Applications (CS-102) and any other required documents from interested applicants and submitting them to the Civil Service agency liaison by a mutually agreed-upon ~~date, and~~date.
 - c. Preparing and submitting a Request for Geographic Need/Affirmative Action Examination form (CS-597) for each applicant, if the request is for a geographic need.

September 8, 1998	Reg 3.17: Examination for Work Force Need <u>Regulation 3.17: Examinations for Work Force Needs</u>	Page 3 of 3 <u>Page 4 of 4</u>
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11. The Bureau of Human Resource Services will expedite, to the extent possible, the scheduling and scoring of workforce-need examinations.

CONTACT:

Direct questions or concerns regarding this regulation to the ~~Bureau of Human Resource Services~~, Central Support Team, at (517) 373-3072.



~~This regulation is issued in accordance with Subsection 2-13.5 of~~ NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the Michigan Civil Service Commission *Rules*. Regulations that implement Commission Rules are subordinate to those Rules.

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference: CS-6910	Effective Date:	Index Reference: Employment Lists: Subclass Codes	Regulation Number: 3.18
Issuing Bureau: Human Resource Services	Rule Reference: Rules 3-1.1, 3-1.2, 3-3.1, 3-4.3, 4-1.2, and 4-1.4		Replaces: Reg. 3.18 (CS-6778, July 25, 1995)
Subject: SUBCLASS CODE ESTABLISHMENT AND ASSIGNMENT			

AUTHORITY

The Michigan Constitution of 1963, Article XI, Section 5, states in part:

The commission shall classify all positions in the classified service according to their respective duties and responsibilities . . . determine by competitive examination and performance exclusively on the basis of merit, efficiency and fitness the qualifications of all candidates for positions in the classified service, make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service.

RULE REFERENCE

Chapter 3 of the *Michigan Civil Service Commission Rules* establishes the basis for certification, referral, and appointment of applicants in the classified service. Chapter 4 of the rules provides the basis for position establishment and classification.

Rule 3-1.1 Appointment means the act of an appointing authority employing a properly certified person in a specific position in the classified service.

Rule 3-1.2 Certification means the process whereby (1) the department of civil service or its authorized agent refers the names of qualified candidates to an appointing authority and (2) the department of civil service approves the subsequent appointment of a candidate by the appointing authority.

Rule 3-3.1 Employment Lists. — The department of civil service shall establish and maintain employment lists. The department of civil service may divide employment lists by geographic area, organizational unit, occupational specialty, type of appointment, or other criteria. The state personnel director shall issue regulations for the duration and use of employment lists.

Rule 3-4.3 Selective Certification. — *If the department of civil service has established selective certification requirements for a position, the appointing authority shall appoint only a candidate who meets the selective certification requirements.*

Rule 4-1.2 Allocation. — *All positions established in the classified service shall be reviewed for purposes of determining their appropriate allocations.*

Rule 4-1.4 Classification Plan. — *The commission shall authorize an official classification plan for all positions in the classified service, which shall be administered by the department of civil service.*

(a) Allocation. Every position established shall be allocated in accordance with the official classification plan.

DEFINITION OF TERMS

Subclass Code is an alphabetical or alphanumeric code used to: (1) identify a subgroup of positions within the scope of a particular classification; and (2) identify candidates who possess the credentials necessary to perform the essential duties of a subclass which distinguish a subgroup of positions from other positions in the same classification. Subclass codes differ from selective certification in that they identify groups of positions within classifications.

Selective Certification is a position-specific narrowing of classification requirements.

PURPOSE

This regulation establishes standards, areas of responsibility, and procedures for requesting, establishing, abolishing, and assigning subclass codes to positions and employment list records.

STANDARDS

1. An identifiable subgroup of positions must exist. The job duties must require more specialized qualifications than those published on the class specification. The duties must be essential to positions within the subgroup and necessary at job entry. The subclass code definition must describe qualifications for which there is a recognized applicant pool.
2. The Department of Civil Service Bureau of Human Resource Services will establish, abolish, and revise subclass codes and their definitions. Requests to establish, abolish, or revise subclasses may be initiated by appointing authorities

or Civil Service staff. Appointing authorities will have the opportunity to review and comment on subclass codes to be established, abolished, and revised, including the definition, before implementation.

3. The approval of subclass codes for a position will not preclude further narrowing of the requirements through selective certification, when appropriate. (See Regulation 3.05, “Selective Certification for Position-Specific Qualifications,” for standards on selective certification.)
4. The efficiency or accuracy of the person-to-job match must be enhanced by the establishment of the subclass code. A position may be assigned up to five subclass codes. A person’s employment list record for a particular classification may be assigned up to fifteen subclass codes. If a position is assigned one subclass code, the candidate selected to fill it must be assigned the same subclass code. If a position is assigned more than one subclass code, the candidate selected must be assigned at least one of those codes.
5. When a reduction in force (RIF) affects a subclass-coded position, the subclass code criteria shall be applied. Only employees who possess the credentials necessary for the subclass may exercise employment preference into the subclass-coded position. Subclass code qualification must be determined for all persons in whose bump chain the position appears. Subclass codes must be in place 70 calendar days prior to the notice date of layoff. (See Regulation 2.01, “Implementing a Reduction in Force for Non-Exclusively Represented Employees.”)
6. Subclass code additions, deletions, and revisions will be communicated in the “Established and Abolished Class Report,” published monthly. The Bureau will maintain records on all subclass-coded positions, candidates, and classifications, including a directory of all subclass codes.
7. Subclass codes may be assigned when a position is established or at any other time, except during a reduction in force (Standard 5 above). Appointing authorities must provide supporting rationale for requesting addition or removal of subclass codes from specific positions.
8. Subclass codes will be assigned to individuals’ employment list records based on published definitions. Subclass codes may be added to, or removed from, employment list records based on changes in individual qualifications or qualification standards.
9. An individual must first possess the minimum qualifications for the associated classification to receive a subclass code for his/her qualifications.

	<i>Regulation 3.18: Subclass Code Establishment and Assignment</i>	<i>Page 4 of 5</i>
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PROCEDURES

Establishment, Abolishment, and Revision of Subclass Codes:

Responsibility

Action

Agency or Bureau of Human
Resource Services (Bureau)

1. Identifies a subgroup of positions within a classification that requires a unique, specialized qualification or identifies an existing subclass that should be abolished or revised.
2. Requests, in writing, establishment of a new code, revision to, or abolishment of, an existing code, and provides supporting rationale.

Bureau

3. Reviews request for subclass establishment, abolishment, or revision. Makes determination and notifies user agencies.

Agency

4. Reviews and comments on proposed subclass code establishment, abolishment, or revision.

Bureau

5. Reviews agency comments and makes appropriate adjustments to subclass code.
6. Includes subclass code establishments, abolishments, and revisions in monthly "Established and Abolished Class Report."
7. Makes appropriate adjustments to individual employment list records and notifies affected applicants.
8. Updates subclass code listing to reflect subclass code changes.

Assignment of Subclass Codes and Removal of Subclass Codes From Positions:

Responsibility

Action

Agency or Bureau

1. Completes "Position Action Request" (CS-129) form, requesting addition or removal of subclass code(s) from a position, with supporting rationale.

Bureau

2. Reviews CS-129 and makes determination regarding appropriateness of adding or removing requested code(s).

PROCEDURES (CONT.)

Bureau (Cont.)

3. Completes CS-129 notifying agency of determination.

Assignment of Subclass Codes to Employment List Records:

	Regulation 3.18: Subclass Code Establishment and Assignment	Page 5 of 5
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Responsibility

Action

Bureau

1. Maintains current list of subclass code qualification standards and definitions.
2. Assigns subclass codes to individual employment list records during credential review, based on information provided by the applicant.

Agency and Applicants

3. May request addition of subclass codes to individual list records by contacting, in writing, the appropriate Bureau component manager, with supporting rationale.

Bureau

4. Makes determination regarding individual qualifications and notifies requester.

CONTACT PERSONS

Questions concerning subclass codes for positions and employment list records should be directed to the Bureau of Human Resource Services Group Leader responsible for providing services to the agency: George Minerick (517) 373-3065; Carol Mowitz, (517) 373-3040; or Duane Lewis, (313) 256-3692.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.

REGULATION

Appointing Authority Letter Reference:	Effective Date:	Index Reference:	Regulation Number:
CS-6778	September 8, 1998	Employment Lists: Subclass Codes	3.18
		<u>Employment Lists:</u> <u>Subclass Codes</u>	<u>3.18</u>
Issuing Bureau:	Rule Reference:	Replaces:	
Human Resource Services	Rules 3-1.1, 3-1.2, 3-3.1, 3-4.3, 4-1.2, and 4-1.4	Regulation S-23	
<u>Human Resource Services</u>	<u>Rules 3-1.1, 3-1.2, 3-3.1, 3-4.3, 4-1.2, and 4-1.4</u>	<u>Reg. 3.18</u> <u>(CS-6778, July 25,</u> <u>1995)</u>	
Subject:			
SUBCLASS CODE ESTABLISHMENT AND ASSIGNMENT			

AUTHORITY:

AUTHORITY

The Michigan Constitution of 1963, Article XI, Section 5, states in part:

The commission shall classify all positions in the classified service according to their respective duties and responsibilities . . . determine by competitive examination and performance exclusively on the basis of merit, efficiency and fitness the qualifications of all candidates for positions in the classified service, make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service.

RULE REFERENCE:

Chapter 3 of the *Michigan Civil Service Commission Rules* establishes the basis for certification, referral, and appointment of applicants in the classified service. Chapter 4 of the rules provides the basis for position establishment and classification.

—~~3-1.1~~Rule 3-1.1 **Appointment** means the act of an appointing authority employing a properly certified person in a specific position in the classified service.

—~~3-1.2~~Rule 3-1.2 **Certification** means the process whereby (1) the department of civil service or its authorized agent refers the names of qualified candidates to an appointing authority and (2) the department of civil service approves the subsequent appointment of a candidate by the appointing authority.

—~~3-3.1~~Rule 3-3.1 **Employment Lists.** — The department of civil service shall establish and maintain employment lists. The department of civil service may divide employment lists by geographic area, organizational unit, occupational specialty,

type of appointment, or other criteria. The state personnel director shall issue regulations for the duration and use of employment lists.

— ~~3-4.3~~Rule 3-4.3 **Selective Certification.** — If the department of civil service has established selective certification requirements for a position, the appointing authority shall appoint only a candidate who meets the selective certification requirements.

— ~~4-1.2~~Rule 4-1.2 **Allocation.** — All positions established in the classified service shall be reviewed for purposes of determining their appropriate allocations.

— ~~4-1.4~~Rule 4-1.4 **Classification Plan.** — The commission shall authorize an official classification plan for all positions in the classified service, which shall be administered by the department of civil service.

- (a) **Allocation.** Every position established shall be allocated in accordance with the official classification plan.

DEFINITION OF TERMS:

Subclass Code is an alphabetical or alphanumeric code used to: (1) identify a subgroup of positions within the scope of a particular classification; and (2) identify candidates who possess the credentials necessary to perform the essential duties of a subclass which distinguish a subgroup of positions from other positions in the same classification. ~~specialized area(s) of expertise required for a group of positions within a classification. Subclass codes may identify specialized experience, training, or license.~~ Subclass codes differ from selective certification in that they identify groups of positions within classifications.

Selective Certification is a position-specific narrowing of classification requirements.

PURPOSE:

~~The purpose of this regulation is to establish~~ This regulation establishes standards, areas of responsibility, and procedures for requesting, establishing, abolishing, and assigning subclass codes to positions and employment list records.

STANDARDS:

1. ~~Within a classification, a~~ An identifiable subgroup of positions must exist. The job duties must that requires a more unique, specialized qualifications than those published on the class specification. The ~~specialized qualification duties~~ must be essential to positions within the subgroup and necessary at job entry. The subclass code definition must describe qualifications for which there is a recognized applicant pool.

1.STANDARDS (CONT.):

~~Subclass codes may be established whenever two or more diverse classifications are consolidated into a single classification and there is a sufficient number of incumbents within the specialized areas.~~

STANDARDS (CONT.):

- ~~2. The Department of Civil Service Bureau of Human Resource Services (BHRS) will establishment of new subclass codes, abolishment of codes, and reviseions to existing will establish, abolish, and revise subclass codes and their definitions. Requests for to establishment, abolishment, or reviseion to establish, abolish, or revise subclasses may be initiated by user agencies appointing authorities or internal Civil Service staff. Department of Civil Service division staff will review all requests and reach a consensus determination. Affected agencies~~ Appointing authorities will have the opportunity to review and comment on subclass codes to be established, abolished, codes and revised, including the definition, interpretation, and application of new or revised subclass codes before implementation.

STANDARDS (CONT.)

1. Subclass codes may be established whenever two or more diverse classifications are consolidated into a single classification and there is a sufficient number of incumbents within the specialized areas.

STANDARDS (CONT.)

- ~~1.2. Subclass code definitions should not be so broad as to serve no defining or sorting purpose between positions within a classification or between different types of positions within a particular agency. Subclass codes identifying specific program areas should also identify the specific types of experience within the program area that the code is intended to capture.~~

~~capture.~~

3. The application approval of subclass codes to for a specific position will not preclude further narrowing of the classification or subclass requirements through approved selective certification, when if when appropriate. Please refer to (See Regulation 3.05, "Selective Certification for Position-Position-Specific Qualifications," for standards on governing application of selective certification.) criteria to specific positions.
3. The efficiency or accuracy of the referral process person-to-job match must be enhanced by the establishment of the subclass code. The administrative process involved in establishment and assignment of subclass codes to positions and employment list records for the specific classification title must be justified by the necessity and usefulness of the proposed code. A position may be assigned up to five subclass codes. AnA person's employment list record for a particular classification may be assigned up to fifteen subclass codes.
4. codes. If a position is assigned one subclass code, the candidate selected to fill it must be assigned the same subclass code. If a position is assigned more than one subclass code, the candidate selected must be assigned at least one of those codes.

5. When a reduction in force (RIF) affects a subclass-coded position, the subclass code criteria shall be applied. Only employees who possess the credentials necessary for the subclass may exercise employment preference into the subclass-coded position. Position subclass codes do not exclude incumbents from reduction in force (RIF) actions. Subclass code qualification must be determined for all persons in whose bump chain the subject position appears. Subclass codes must be in place 70 calendar days prior to the notice date of layoff. (See Regulation 2.01, "Implementing a Reduction in Force for Non-Exclusively Represented Employees.")

- ~~6.3. The subclass code definition must describe a qualification for which there is a recognized, ongoing applicant pool. It should be possible to gain the specialized qualification while employed in state government.~~

~~government.~~

- ~~10.6.~~ Subclass code additions, deletions, and revisions will be communicated in the "Established and Abolished Class Report," published monthly. The BHR SBureau will maintain records on all subclass-coded positions, candidates, and classifications, including a directory of all subclass codes.

- ~~7.4. Assignment and Removal of Subclass Codes to Positions and Employment Lists:~~

- ~~7.5. Subclass codes will be assigned to positions at establishment or to existing positions for the purpose of identifying the most essential or critical job functions. Subclass codes may also be assigned to positions to reflect the most relevant, qualifying job experience.~~

- ~~6. experience:~~

~~7. STANDARDS (CONT.):~~

7. Subclass codes may be assigned when a position is established or at any other time, except during a reduction in force (Standard 5 above). Agencies Appointing authorities must provide supporting rationale for requesting addition or removal of subclass codes from specific positions.

- ~~8.7. Assignment and removal of subclass codes to positions may be affected by impending RIF actions. Please refer to the regulation on "Implementing a Reduction in Force for Nonexclusively Represented Employees" for information regarding RIF time frames during which subclass assignment and removal is prohibited.~~

~~prohibited.~~

- ~~14.8.~~ Subclass codes will be assigned to individuals' individual employment list records based on published definitions, qualification standards. Subclass codes may be added to, or removed from, employment list records based on changes in individual qualifications or qualification standards.

9. ~~To be considered for subclass code qualification, a~~ An individual must first possess the minimum qualifications for the associated classification to receive a subclass code for his/her qualifications.

PROCEDURES:

Establishment, Abolishment, and Revision of Subclass Codes:

<u>Responsibility</u>	<u>Action</u>
Agency or Bureau of Human Resource Services (BHRS)	Identifies a subgroup of positions within a classification that requires a unique, specialized qualification or identifies an existing subclass that should be abolished or revised.
<u>Agency or Bureau of Human Resource Services (Bureau)</u>	<ol style="list-style-type: none"> <u>1. Identifies a subgroup of positions within a classification that requires a unique, specialized qualification or identifies an existing subclass that should be abolished or revised.</u> 2. Requests, in writing, establishment of a new code, revision to, or abolishment of, an existing code, and provides supporting rationale.
BHRS	Reviews request for subclass establishment, abolishment, or revision. Makes determination and notifies user agencies.
<u>Bureau</u>	<u>3. Reviews request for subclass establishment, abolishment, or revision. Makes determination and notifies user agencies.</u>
Agency	4. Reviews and comments on proposed subclass code establishment, abolishment, or revision.
BHRS	Reviews agency comments and makes appropriate adjustments to subclass code.
<u>Bureau</u>	<u>5. Reviews agency comments and makes appropriate adjustments to subclass code.</u> <ol style="list-style-type: none"> 6. Includes subclass code establishments, abolishments, and revisions in monthly "Established and Abolished Class Report." 7. Makes appropriate adjustments to individual employment list records and notifies affected applicants. 8. Updates subclass code listing to reflect subclass code changes.

Assignment of Subclasses Codes and Removal of Subclass Codes From Positions:

<u>Responsibility</u>	<u>Action</u>
<u>Agency or BHRS</u>	<u>Completes "Position Action Request" (CS-129) form, requesting addition or removal of subclass code(s) from a position, with supporting rationale.</u>

<u>Agency or Bureau</u>	<u>1. Completes "Position Action Request" (CS-129) form, requesting addition or removal of subclass code(s) from a position, with supporting rationale.</u>
<u>BHRS</u>	<u>Reviews CS-129 and makes determination regarding appropriateness of adding or removing requested code(s).</u>
<u>Bureau</u>	<u>2. Reviews CS-129 and makes determination regarding appropriateness of adding or removing requested code(s).</u>

PROCEDURES (CONT.):

<u>BHRS (cont.)</u>	<u>Completes CS-129 notifying agency of determination.</u>
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PROCEDURES (CONT.)

<u>Bureau (Cont.)</u>	<u>3. Completes CS-129 notifying agency of determination.</u>
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Assignment of Subclass Codes to Employment List Records:

<u>Responsibility</u>	<u>Action</u>
<u>BHRS</u>	<u>Maintains current list of subclass code qualification standards and definitions.</u>
<u>Bureau</u>	<u>1. Maintains current list of subclass code qualification standards and definitions.</u> 2. Assigns subclass codes to individual employment list records during credential review, based on information provided by the applicant.
<u>Agency and Applicants</u>	<u>May request addition of subclass codes to individual list records by contacting, in writing, the appropriate BHRS component manager, with supporting rationale.</u>
<u>Agency and Applicants</u>	<u>3. May request addition of subclass codes to individual list records by contacting, in writing, the appropriate Bureau component manager, with supporting rationale.</u>
<u>BHRS</u>	<u>Makes determination regarding individual qualifications and notifies requester.</u>
<u>Bureau</u>	<u>4. Makes determination regarding individual qualifications and notifies requester.</u>

CONTACT PERSONS:

Questions concerning ~~establishment of new subclass codes and assignment of~~ subclass codes to specific for positions and employment list records should be directed to your Department of Civil Service the Bureau of Human Resource Services Group Leader responsible for providing services

to the agency: George Minerick (517) 373-3065; Carol Mowitz, (517) 373-3040; or Duane Lewis, (313) 256-3692.

Department of Civil Service Agency Liaisons by Agency
8/40/98

Agency	C.S. Liaison	Phone	Agency	C.S. Liaison	Phone
Agriculture	Michael Ford	517-373-8231	Family Indep. Agecy.	Evelyn Fratzke	517-335-4959
Attorney General	Bill Hardwick	517-373-3114	Jobs Commission	Tom Hall	517-241-7860
Auditor General	Ron Moffett	517-373-3060	Man. & Budget	Charla Powell	517-335-0293
Civil Rights	Duane Lewis	313-256-3692	Mich. Emp. Sec. Agecy.	Stella Szczesny	313-256-3740
Civil Service	Barry Home	517-373-7353	Military & Veteran Affrs.	Peggie Price	517-335-0300
Community Health	Bob Gilroy	517-373-0644	Natural Resources	Vivian Tansil	517-373-3062
Cons. & Indus. Serv.	George Davis	517-373-1179	State	Peggie Price	517-335-0300
Corrections	Ken Melaragni	517-373-3039	State Police	Michael Ford	517-373-8231
Education	Michael Ford	517-373-8231	Transportation	Ron Moffett	517-373-3060
Environ. Quality	Tom Hall	517-241-7860	Treasury	Charla Powell	517-335-0293

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations that implement Commission Rules are subordinate to those Rules.